

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



October 7, 2002

E R R A T A

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: PROCEDURES FOR SUBMITTING ABATEMENTS OUTSIDE OF THE COUNTY
EXPENSE CLAIM (CEC)

REFERENCE: COUNTY FISCAL LETTER (CFL) No. 02/03-12, dated August 27, 2002

This is to clarify instructions in CFL No. 02/03-12 regarding types of abatements that should be reported on the CEC versus those that should be reported on the SOC 812, Abatement Not Processed through the CEC (copy attached to CFL No. 02/03-12). As a general rule, counties should apply abatements to the CEC on a cash claim basis, or in the quarter in which the abatement is received. Use of the SOC 812, Abatement Not Processed through the CEC, described in CFL No. 02/03-12 was intended for limited situations where abatements cannot be processed through the CEC. Examples include:

1. Performance Incentives: As indicated in CFL 02/03-12, Performance Incentive expenditures are reported on a separate addendum on the CEC which, due to system design, does not recognize negative adjustments such as abatements. Therefore, abatements related to performance incentives must be reported on the SOC 812 form.
2. Allocations that do not apply statewide (e.g., Adoptions and Community Care Licensing-Foster Family Homes): The counties that receive these allocations may vary from year to year since participation in the programs is optional. As a result, a county that is no longer participating could receive an abatement against a prior year allocation. In this situation, since there would be no current allocation or CEC code available to the county, the abatement should be reported on the SOC 812.

Abatements reported through the SOC 812 process will be applied as an adjustment against a subsequent month's advance.

As indicated previously, counties should apply abatements to the CEC on a cash flow basis. The above examples are the most common exceptions to the normal process. If you have any questions regarding completion of the SOC 812 form or the appropriate method to use, please contact your Fiscal Policy Bureau county analyst at (916) 657-3440. Any questions regarding offset against monthly advances should be directed to the Financial Services Bureau at (916) 657-3390.

c: CWDA